



# JOB POSTING

## Administrative Assistant – Development Services

**COMPETITION NO:** 2017-052  
**TERMS:** Temporary Full-Time  
**START DATE:** November 6, 2017  
**END DATE:** June 28, 2019  
Please note that the term of this position may end prior to or be extended beyond the expected end date.

**HOURS OF WORK:** 35 Hours per Week  
**APPLICATION DEADLINE:** 4:00 p.m., September 29, 2017

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Encompassing an unparalleled geographic region in the heart of British Columbia, the Thompson-Nicola Regional District (TNRD) offers the best of both worlds. Urban life within vibrant communities and outlying rural regions that showcase the region's beauty - pristine but rugged mountains, rolling grasslands, lush evergreen forests and both historic and modern areas, all within approximately 45,000 square kilometres. Headquartered in the City of Kamloops, the TNRD provides a wide range of local government services to a population of 130,000 located within its 11 diverse municipalities and 10 electoral areas.

### **The Role:**

Reporting to the Director of Development Services, the Administrative Assistant provides proficient administrative support to Planning and Building Services within the Department of Development Services. This position also provides routine information to applicants, the public, elected officials, and other levels of government regarding current projects, applications, bylaws and related matters. Primary duties include:

- Processing of applications with local government customized software programs
- Processing and coordinating agendas and meetings of planning advisory commissions
- Relief for and support of the Building Service Administrative Assistant
- Responding to and preparation of information/file requests
- Administrative support for the Board of Variance
- Relief and support for the main receptionist
- Processing of applications, development/ building permits, public/legal notices and mail outs
- Other duties include drafting correspondence and the ability to take and transcribe minutes

### **Our Ideal Candidate**

#### **Required Education and Experience**

- Certificate in business administration and a minimum of two years' experience, or an equivalent combination of education and relevant experience
- Local government experience, in particular supporting development or building permitting services will be given preference

### **Other Skills and Abilities**

- Possess excellent communication and writing skills
- Thorough knowledge of general office procedures, including proficiency with MS Office and general office equipment
- Ability to work under limited supervision and manage multiple overlapping priorities or deadlines is essential

This position falls under the provisions of the Collective Agreement with the Canadian Union of Public Employees, Local 900. The biweekly salary for this position is \$1,648.28 to \$1,899.89, plus 14% in lieu of vacation, benefits, and statutory holidays.

Please email your application to [humanresources@tnrd.ca](mailto:humanresources@tnrd.ca) by **4:00 p.m. on September 29, 2017 quoting Competition No. 2017-052.** Applications **must include a cover letter and a resume** outlining your qualifications and experience.

*Working together, we provide exceptional public service in a supportive, flexible environment*

**Thank you for considering the Thompson-Nicola Regional District as a place to share your talents!**

While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.